

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT AND
TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 5-2

29 March 1974

Publications Management

ATTG REGULATIONS, OI'S AND NOTICES

This regulation governs publications of ATTG Regulations, OI's and Notices. It is applicable to all group personnel.

1. Policy.

a. ATTG Regulations: Regulations are those which apply wholly or in part to members of the group outside the immediate section or origin and are permanent in nature. They are written by the section concerned and will be signed by the Commander or his designated representative. Distribution will be made by the Administrative. Each individual section will maintain a file of current regulations.

b. Operation Instructions (OI's): These consist of operating instructions established by a section chief which would apply to personnel under his jurisdiction. They would ordinarily be signed by the responsible section chief. Distribution will be section controlled; however, the Command Section will receive a copy of all OI's which are published.

c. Notices: These are directive or informative in nature and have a short period of applicability. (Notices are never used where a regulation is more appropriate). Examples of Notices would be notification of phone number changes, holiday observance notifications, group details, appointments of committees, etc. The main purpose of using a group notice system is to present current information to all sections in a uniform manner. All Notices will bear an expiration date. The Administrative Section will publish all Notices; section chiefs desiring information disseminated will contact the Administration Section.

2. Responsibilities. It is the responsibility of each section chief to insure that all personnel in his section review the regulation file periodically. Section Chiefs are also responsible for having this file kept up to date. Newly assigned personnel should review this file as soon as possible after their assignment to a particular office.

3. Procedures.

Supersedes ATTG Reg 5-2, 16 Oct 69. (General update)

OPR: D/Support

DISTRIBUTION: X

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a. Format to be followed for publishing regulations is attached (Atch 1). OI's will be in the same format.

b. Classification of regulations and OI's is determined by the originator. Those not bearing a classification of confidential or higher will be marked "FOR OFFICIAL USE ONLY" top and bottom.

c. Office of primary responsibility will continually monitor regulations and OI's to insure currency.

d. All regulations will be forwarded to the Command Section in draft form for final approval prior to publication. The Command Section will assign the appropriate regulation number. If the regulation is being revised, the OPR must use a summary of revised, deleted, or added material in accordance with AFM 5-1.

Roger L. Cooper

ROGER L. COOPER, Colonel, USAF
Commander

1 Atch
Format

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